

## 5. Preparing Centrally-funded Travel Orders

Prior to obtaining access in ACQ Now registration system to prepare a travel worksheet to generate centrally funded DAU travel orders, the student must first access the following ACQ Now DAU website listed below, apply for a course, obtain a class reservation and receive a system generated e-mail notification to complete a travel worksheet : <https://www.atrrs.army.mil/channels/acqnow/default.asp?page=main.asp> ,

- DAU funded students will be able to complete a travel worksheet as early as 45 days prior to class start date. ACQ Now will send a tickler E-mail at 45-day, 30-day and 10-day windows if the travel worksheet has not been completed. Students must complete the travel worksheet at least 5 days prior to class start date for ACQ Now to generate the travel orders. Logging in requires a SSN and date of birth.

### DAU TDY Order Funding Criteria

ACQ Now DAU will generate travel orders (DD Form 1610) for students who meet the following criteria:

- Assigned to acquisition-code positions
- Training is centrally funded by AFATO (not unit-funded)

- 2 -

- Duty location is more than 45 miles from class location
- All DAU courses to include PMT 401, Sep 04 class.

### ACQ Now Travel Worksheet Options

- Specify Leave in Conjunction with TDY
- Create/Submit Back-to-Back DAU Class TDY Orders
- Revoke/Amend Travel Orders
- Apply for a Rental Car via ACQ Now
- Apply for Local Vicinity Mileage Reimbursement

### Travel Worksheet Preparation Instructions for DD Form 1610:

- Select Travel Worksheet from ACQ Now main menu
- Contact your local travel office and obtain the official government airfare cots to the training location. Since reimbursement is based on round trip airfare this information is needed even if you are driving.
- Click on the appropriate course to access your Travel Requirements Worksheet.
- If you are not taking leave in conjunction with your TDY or do not need travel orders for back-to-back classes, click on the box next to 'No Special Travel Requirements.' Then click on the **Go To Travel Worksheet** button.
- If you would like a centrally funded rental car, select 'Y' from drop-down menu and press **Continue**.
- Select means and mode of transportation from drop-down menu. Enter airfare cost and a 3-digit origin airport code.

- Click on the **Submit Travel Requirements Worksheet to AFATO** button to submit your Travel Requirements worksheet. Clear any error messages by correcting the identified fields and hit **Submit Travel Requirements Worksheet to AFATO**. When you have successfully submitted the Travel Requirements Worksheet, you will see an onscreen confirmation and you will receive an email confirmation when your Worksheet is processed. Your Travel Orders (DD Form 1610) will be emailed to you no later than 5 days prior to your class start date.